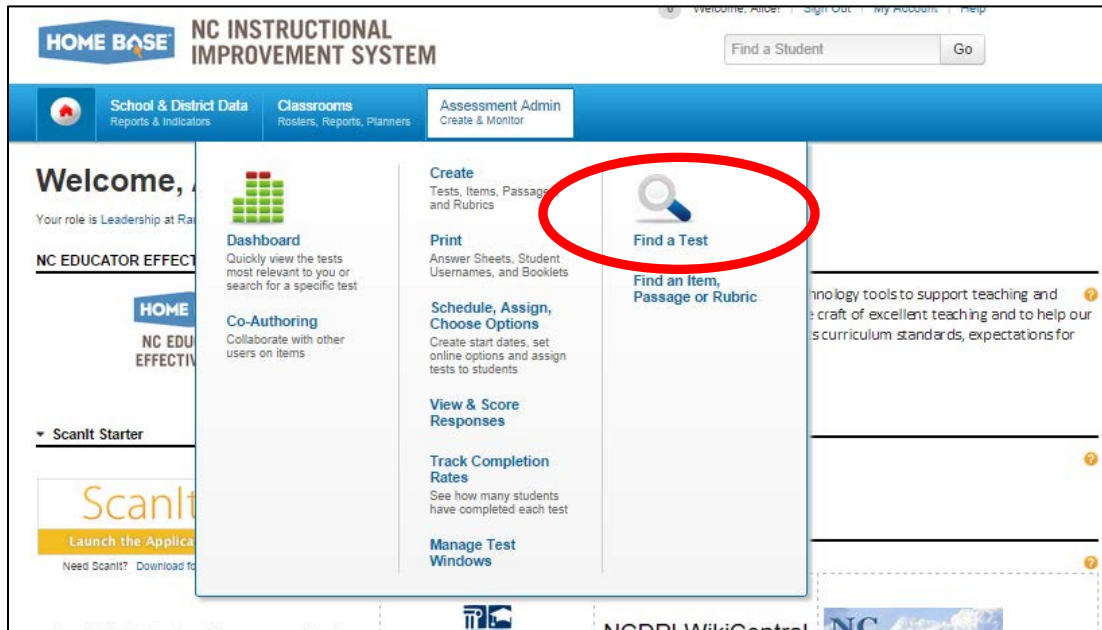


## SchoolNet: Steps for Printing Student Answer Sheets

*(ScanIt software is NOT used to create the answer sheets—will be used after test for scanning)*

1. Login to PowerSchool as an **Administrator** and navigate to SchoolNet
2. From SchoolNet's Dashboard, click on the "Assessment Admin" tab, and choose to "Find a Test"



3. At the "Find a Test" page, enter in criteria for "Subject", "Grade", and click "GO." This should display a list with the benchmark test(s) you are getting ready to administer.

The screenshot shows the 'Test Central' 'Find a Test' page. The 'Subject' dropdown is set to 'Social Sciences and History' and the 'Grade Level' is set to '06'. The 'Go' button is highlighted. The results table shows one result: '6th Grade SS Benchmark 1 2014'.

Test Name	Test Category	Subject	Grade Level	Test Stage	Start Date	End Date
6th Grade SS Benchmark 1 2014	District Benchmark	Social Sciences and History	06	In Progress	10/01/2014	11/17/2014

4. Click on the test name in blue and select “Answer Sheets” under TEST ACTIONS(may have to expand section) in the left-side panel.

**6th Grade SS Benchmark 1 2014 (Test Key Only) [274459]**

Online Passcode: XE7MU8

**Test Stage** Private Draft Public Draft Ready To Schedule Scheduled **In Progress** Completed

**Test Actions**

- Copy Test
- Delete this Test
- Answer Sheets**
- Score Test
- View Usernames

Student Test Booklet ( .doc )  
Answer Key ( .pdf )

**Test Content**

**Item 1 Multiple Choice**

A  
B  
✓ C  
D

**Actions**

Correct Answer  
**C**  
Point Value  
**5**  
Standard ID  
**⚠ Not aligned to Preferred Standard Document**

**Item 2 Multiple Choice**

✓ A  
B  
C  
D

**Actions**

Correct Answer  
**A**  
Point Value  
**5**  
Standard ID  
**⚠ Not aligned to Preferred Standard Document**

5. At the “ANSWER SHEET GENERATOR” page, select all appropriate search criteria (School Type=Middle, School=Your School, Grade Level=specific grade like – 06, Department=specific subject like-SOCIAL SCIENCES AND HISTORY, Course=specific course(s), and you can leave ALL TEACHERS) and click SEARCH.

**Answer Sheet Generator**

**6th Grade SS Benchmark 1 2014 [274459]**

[View Details](#)

Online Passcode: XE7MU8

**Test Stage** Private Draft Public Draft Ready To Schedule Scheduled **In Progress** Completed

**SUBJECT:** Social Sciences and History **ADMINISTRATION DATES:** 10/1/2014 - 11/17/2014  
**GRADE LEVEL:** 06 **COLLECTION STATUS:** Not Started

**Section Search**

School Type: Middle School  
School: Braxton Craven Middle  
Grade Level: 06  
Department: SOCIAL SCIENCES AND HISTORY

6. Select the teacher(s) you want to generate student answer sheets for (in most cases it will be all teachers/courses listed) and click “GENERATE ANSWER SHEET” button.

The screenshot shows the 'Section Search' interface. At the top, it displays 'SUBJECT: Social Sciences and History', 'ADMINISTRATION DATES: 10/1/2014 - 11/17/2014', 'GRADE LEVEL: 06', and 'COLLECTION STATUS: Not Started'. Below this, there are dropdown menus for 'Section' (set to 'School/Grade') and 'School Type' (set to 'Middle School'). The 'School' dropdown is set to 'Braxton Craven Middle', 'Grade Level' is '06', and 'Department' is 'SOCIAL SCIENCES AND HISTORY'. A 'Course' dropdown is set to '-- All Courses --'. A red circle highlights the 'Generate Answer Sheet' button. Below the search filters, a table lists results with columns for 'Section', 'Teacher', and '# of Students'. The table contains six rows of data.

Section	Teacher	# of Students
40062Y0 Social Studies Grade 6 4 5(A) 1 Eurillo	Eurillo, Brenda	29
40062Y0 Social Studies Grade 6 4 5(A) 10 Franko	Franko, Michele	28
40062Y0 Social Studies Grade 6 6(A) 11 Franko	Franko, Michele	27
40062Y0 Social Studies Grade 6 6(A) 12 Southard	Southard, Barbara	30
40062Y0 Social Studies Grade 6 8 9(A) 13 Southard	Southard, Barbara	31
40062Y0 Social Studies Grade 6 6(A) 14 Callahan	Callahan, Donna	27

7. SchoolNet will then generate a PDF file and you should see the message below:

The screenshot shows the 'Answer Sheet Generator' interface. At the top, it displays 'HOME BASE NC INSTRUCTIONAL IMPROVEMENT SYSTEM'. Below this, there are tabs for 'School & District Data', 'Classrooms', and 'Assessment'. A red circle highlights a notification message that says: 'Your file is being created. We will let you know here when it is ready. Please note that your file, once ready, will only be available for download for 24 hours.' Below the notification, the interface shows 'Science 2 (COPY) ScanIt Test [270434]' and 'Online Passcode: RA3BA4R'. There are tabs for 'Test Stage' (Private Draft, Public Draft, Ready To Schedule, Scheduled, In Progress, Completed). Below this, it displays 'SUBJECT: Life and Physical Sciences', 'ADMINISTRATION DATES: 9/28/2014 - 9/28/2014', 'GRADE LEVEL: 07', and 'COLLECTION STATUS: In progress'. There are dropdown menus for 'Section' (set to 'School/Grade') and 'School Type' (set to '-- All School Types --'). A 'Generate Answer Sheet' button is visible. Below the search filters, a table lists results with columns for 'Section', 'Teacher', and '# of Students'.

8. Once the file(s) have been generated, you can simply click on the notifications icon and click to download the PDF file. When the PDF file is opened there will be file per teacher/section and a page per student. You simply print the answer sheets out on a good printer/copier.

The screenshot shows the 'Answer Sheet Generator' interface. At the top, it displays 'HOME BASE NC INSTRUCTIONAL IMPROVEMENT SYSTEM'. Below this, there are tabs for 'School & District Data', 'Classrooms', and 'Assessment'. A red circle highlights a notification message that says: 'Your answer sheet is ready for download. Please note that this download link will expire on Monday, 09/29/2014, at 7:42 PM. Download it now!'. Below the notification, the interface shows '6th Grade SS Benchmark 1 2014 [274459]' and 'Online Passcode: XE7MUB'. There are tabs for 'Test Stage' (Private Draft, Public Draft, Ready To Schedule, Scheduled, In Progress, Completed). Below this, it displays 'SUBJECT: Social Sciences and History', 'ADMINISTRATION DATES: 10/1/2014 - 11/17/2014', and 'COLLECTION STATUS: In progress'. There are dropdown menus for 'Section' (set to 'School/Grade') and 'School Type' (set to '-- All School Types --'). A 'Generate Answer Sheet' button is visible. Below the search filters, a table lists results with columns for 'Section', 'Teacher', and '# of Students'.